

ORDINANCE NO. 19-1108

1 AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY
2 OF DOUGLAS, COCHISE COUNTY, ARIZONA, TO UNDERTAKE A
3 MINOR DEPARTMENTAL REORGANIZATION AFFECTING
4 VARIOUS DEPARTMENTS ALONG WITH CITY MANAGEMENT
5 AND AMENDING ORDINANCE No. 631, 673, 728, 848, 04-871, 09-954,
6 13-1027, 18-1086 AND 19-1103; ESTABLISHING SEVERABILITY OF
7 COMPONENTS OF ORDINANCE; AND ESTABLISHING AN
8 EFFECTIVE DATE THEREOF.

9 **WHEREAS**, Article IV, Section 1(A) of the City Charter provides that the “Council, by ordinance not
10 inconsistent with this Charter shall provide for the organization, conduct and operation of the several
11 offices and departments of the City as established by this Charter, for the creation of additional
12 departments, divisions, offices and agencies and for their consolidation, alteration or abolition”; and

13 **WHEREAS**, Article VII, Section 5(2) of the City Charter provides that the alteration of a City
14 departments shall be by ordinance; and

15 **WHEREAS**, the City Manager recommends a reorganization adding new positions for FY 19/20
16 Budget process and along with a few reclassifications while eliminating a few positions that have been
17 vacant; and

18 **WHEREAS**, the City Manager recommends that the Court eliminate the Account Clerk III position
19 that used to operate under the Court; this position is no longer needed due to the consolidation of the
20 court with the County; and

21 **WHEREAS**, with reference to the Economic Development/Tourism, the City Manager recommends
22 eliminating the Economic & Community Development Director position effective once a Deputy City
23 Manager is hired; to transfer the duties of Economic Development to be part of the Deputy City
24 Manager function; and reclassify the Tourism Specialist (range 14/16) to Marketing &
25 Communications Specialist (range 18) to include more functions in marketing and public information
in addition to tourism; and

WHEREAS, the City Manager recommends that the Housing Department move under the Deputy
City Manager to minimize the City Manager direct reports, eliminate the Housing Rehab Specialist
position; this position has not been used for approximately 5 years; eliminate the Housing Specialist
for Property Management position; this position is no longer needed since the City stopped managing
two housing projects in 2016/2017; and

WHEREAS, the City Manager recommends that the Human Resources Department create a Human
Resources Analyst position (range 22); HR is short staffed, this position will take on the loss control
duties and assist the HR Manager; reclassify the HR Adm Assistant I (range 14) to HR Administrative
Assistant II (range 16); will split duties from Loss Control Intern limited status position (range 17)
between HR Analyst and HR Adm Assistant II; and

1 **WHEREAS**, the City Manager recommends that the Leisure Services Department create a Leisure
2 Services Administrative Assistant (range 14) be able to handle the Cemetery Administrative functions
3 among other aspects for the Leisure Services Department; and reclassify the Lead Recreation Aide
4 position (range 11) to Recreation and Special Events Specialist (range 14), this position will have a
5 higher degree of responsibility in coordinating the City's special events in addition to the Recreation
6 programs; and add a Cemetery Laborer position (range 11) to the Cemetery Division, Cemetery Staff
7 is short staffed and another position is needed to alleviate the workload.; and

8 **WHEREAS**, the City Manager recommends that the Management Services Department be created
9 and move the Transit division in the organizational chart under the Management Services Director;
10 Transit is currently being overseen by the Finance Director, this change makes it official; move the
11 Grants Coordinator under the Management Services Director to minimize the City Manager direct
12 reports; and reclassify the Finance Director/City Treasurer (range 36) to Management Services
13 Director/City Treasurer (range 38) due to oversight of Finance, Budget, Procurement, IT, Transit, and
14 Grants Coordinator; and

15 **WHEREAS**, the City Manager recommends the creation of a Planning/Development Services
16 Division establishing Development Services functions (Planning & Zoning and Code Enforcement)
17 together under the Deputy City Manager; moving the Planner position under the Deputy City
18 Manager; currently under City Manager; moving the Building/Planning & Zoning Specialist under the
19 Deputy City Manager; currently under PW Administration; and moving the Planning & Zoning/Code
20 Enforcement Officer under the Deputy City Manager; currently under PW Administration; and

21 **WHEREAS**, the City Manager recommends that the Police Department add a Police Officer position
22 to act as the School Resource Officer; and

23 **WHEREAS**, the City Manager recommends that the Public Works Department eliminate Utilities
24 Supervisor position, which currently oversees both Water and Waste Water. ADEQ's recommendation
25 is to have a supervisor with the appropriate certifications for each Water and Waste Water versus
having one for both; create a Water Supervisor (range 24-26); create a Waste Water Supervisor (range
24-26); and reclassify Building Maintenance Specialist (range 17) position to Maintenance Tech II
(range 16) in the Facilities Maintenance area; this position will better serve the need of the Division in
order to accomplish the work orders for all facilities; and

WHEREAS, the City Manager recommends that the Administration Department reclassify the
Administrative Assistant II (range 16) to Assistant to the City Manager (range 18); as this position will
be responsible to assist City Manager, Deputy City Manager and Planner; and

WHEREAS, all relevant changes embodied in this reorganization ordinance are set out in the
organizational chart identified as Exhibit "A", as well as relevant changes to the current job
descriptions resulting from this ordinance will be available at the regular Council meeting as Exhibit
"B"; and

1 **WHEREAS**, the Mayor and Council find that the reorganization recommended by the City Manager
will promote the effective and efficient provision of City services to the citizens of Douglas.

2 **NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Douglas,
3 Arizona, as follows:

4 **Section 1.** That Ordinance No. 631, Ordinance No. 673, Ordinance No. 728, Ordinance No. 848,
5 Ordinance No. 04-871, Ordinance No. 09-954, Ordinance No. 13-1027, Ordinance No. 18-1086 and
6 Ordinance No. 19-1104 are hereby amended and that the provisions of any and all ordinances in
conflict with this ordinance are repealed at the time this ordinance becomes effective.

7 **Section 2.** That the Court eliminate the Account Clerk III position that used to operate under the
8 Court.

9 **Section 3.** Eliminating the Economic & Community Development Director position effective once a
10 Deputy City Manager is hired, transferring the duties of Economic Development to be part of the
11 Deputy City Manager function; and reclassifying the Tourism Specialist (range 14/16) to Marketing &
Communications Specialist (range 18) to include more functions in marketing and public information
in addition to tourism.

12 **Section 4.** That the Housing Department move under the Deputy City Manager, eliminate the Housing
13 Rehab Specialist position; and eliminate the Housing Specialist for Property Management position.

14 **Section 5.** That the Human Resources Department create a Human Resources Analyst position (range
15 22), reclassify the HR Adm Assistant I (range 14) to HR Administrative Assistant II (range 16).

16 **Section 6.** That the Leisure Services Department create a Leisure Services Administrative Assistant I
17 (range 14) to handle the Cemetery Administrative functions; reclassify the Lead Recreation Aide
position (range 11) to Recreation and Special Events Specialist (range 14); and add a Cemetery
18 Laborer position (range 11) to the Cemetery Division.

19 **Section 7.** That the Management Services Department be created and move the Transit division in the
20 organizational chart and the Grants Coordinator position under the Management Services Director;
and reclassify the Finance Director/City Treasurer (range 36) to Management Services Director/City
21 Treasurer (range 38) to oversee Finance, Budget, Procurement, IT, Transit, and Grants Coordinator.

22 **Section 8.** Creating a Planning/Development Services Division establishing all Development Services
23 functions (Planning & Zoning and Code Enforcement) together under the Deputy City Manager;
moving the Planner position under the Deputy City Manager, and moving the Building/Planning &
Zoning Specialist and Planning & Zoning/Code Enforcement Officer under the Deputy City Manager.

24 **Section 9.** That the Police Department add a Police Officer position to act as the School Resource
25 Officer.

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Section 10. That the Public Works Department eliminate the Utilities Supervisor position, which currently oversees both Water and Waste Water; create a Waste Water Supervisor (range 24-26); create a Water Supervisor (range 24-26); and reclassify Building Maintenance Specialist (range 17) position to Maintenance Tech II (range 16) in the Facilities Maintenance area.

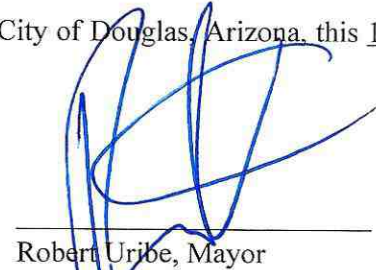
Section 11. That that the Administration Department reclassify the Administrative Assistant II (range 16) to Assistant to the City Manager (range 18).

Section 12. All relevant changes embodied in this reorganization ordinance are set out in the organizational chart identified as Exhibit "A", as well as relevant changes to the current job descriptions resulting from this ordinance are Exhibit "B".

Section 13. This Ordinance shall be effective thirty (30) days after final approval and adoption by the Mayor and Council.

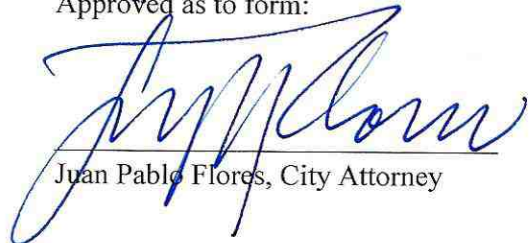
Section 14. Should any section, clause or provision of this Ordinance be declared invalid, illegal or unconstitutional, such invalidity, illegality or unconstitutionality shall not affect the other provisions of this Ordinance.

PASSED AND ADOPTED by the Mayor and Council of the City of Douglas, Arizona, this 14th day of August, 2019.



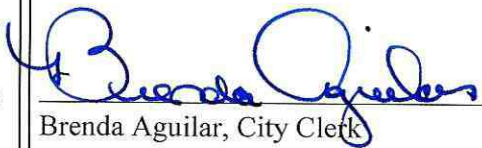
Robert Uribe, Mayor

Approved as to form:



Juan Pablo Flores, City Attorney

Attest:



Brenda Aguilar, City Clerk